

**UNITED STATES DEPARTMENT OF AGRICULTURE  
FOOD SAFETY AND INSPECTION SERVICE  
WASHINGTON, DC**

# FSIS NOTICE

63-15

9/22/15

## STANDARDS AND PROCEDURES FOR ORDERING FSIS BUSINESS CARDS

### I. PURPOSE

This notice provides FSIS employees with the standards and procedures needed to order business cards through the Office of Administrative Services (OAS), Printing, Graphics, and Distribution Staff (PGDS).

### II. BACKGROUND

A. Business cards are available to FSIS employees who interact with the public for official business or conduct business with other FSIS entities, other Government agencies, or Departmental personnel. Employees are to have supervisory approval before ordering business cards using program funds. Eligible employees are determined at the discretion of the program area and include:

1. Supervisors;
2. Managers; and
3. Specialists.

B. Gold seal business cards are only available for Schedule C political appointees such as the Secretary, Under Secretary, and Administrator. The price of these cards exceeds the price of standard business cards.

### III. BUSINESS CARD STANDARDS

A. PGDS issues standard business cards in lots of 250, 500, and 1,000. See Attachment 1 for the standard business card format approved by the Department. Adjustments to the layout may occur depending on the length of the information. Each card adheres to the following standards:

1. The standard size of a business card is 2 inches in height (vertical) and 3.5 inches in width (horizontal);
2. Business cards are printed on Department-approved white, 100 lb. cardstock with 30 percent recycled material;
3. The USDA logo is raised with blue and green ink; and
4. Employees can select black or blue ink for the text.

**DISTRIBUTION:** Electronic; All Field Employees

**NOTICE EXPIRES:** 10/1/16

**OPI:** OPPD

B. The pricing per quantity for standard business cards is as follows:

STANDARD BUSINESS CARD PRICES	
Quantity	Amount
250	\$ 31.90
500	\$ 46.90
1000	\$ 80.40

C. For an additional charge, employees whose mailing addresses are different from their office addresses can have their mailing addresses printed on the back of the card (e.g., Office of Public Health Science (OPHS) laboratory employees).

D. Braille business cards are available for visually impaired employees or for those who have contact with the visually impaired public. Braille text is limited to four lines of 13 characters each with no punctuation or capitalization. Braille dots can be raised on either the front or the back of the cards. If no preference is identified, the Braille dots will be raised on the back of the cards. PGDS sends electronic confirmation to the customer to verify that all information is correct when adding Braille.

E. Braille business cards cost a premium in addition to the standard business card prices. The following additional charges apply per quantity for Braille cards:

BRAILLE BUSINESS CARD PRICES		
Quantity	Additional Amount	Total
250	\$ 27.50	\$59.40
500	\$ 55.00	\$101.90
1000	\$ 110.00	\$190.40

#### IV. ORDERING BUSINESS CARDS

A. Employees are to complete the [FSIS Form 2600-1](#), *Request for Copying/Duplicating Services* (employees can access the form on the forms page of the FSIS Intranet) and include the following information:

1. Enter in block 8, *Appropriation No. Chargeable*, the program area's management code;
2. Enter in block 9, *Title or Description of Material(s)*, "Business Cards" and the employee's name;
3. Enter in block 17, *Special Instructions*, the style and imprint color preference from Attachment 1, "Business Card Styles". If no preference is indicated, "Version 2" will be the default selection;
4. Enter in block 19, in the *Other (Specify one location)* section, the address where the employee would like the business cards sent; and
5. Enter in block 21, *Requested By* section of the *Approvals of Requesting Office*, the requestor's printed signature. The requestor must be the supervisor or other approving official.

B. Employees are to submit the following information typed or neatly handwritten on a blank sheet of paper along with [FSIS Form 2600-1](#):

1. Name and title;
2. Program, division, branch, and section; and

3. Work address, telephone, and fax numbers. Identify the employee's email address or mobile telephone number, if the employee prefers to be contacted by these methods.

C. Employees are to submit the above information exactly how it should be worded on the cards. (e.g., The employee's name is William but the employee wants their cards to read Bill). For reprinting business cards with minor revisions, provide a previous sample with the requested changes indicated.

D. Employees are to mail, fax, or email the [FSIS Form 2600-1](#) and the employee information sheet to:

USDA FSIS  
OFFICE OF ADMINISTRATIVE SERVICES  
PRINTING, GRAPHICS, AND DISTRIBUTION STAFF  
MAIL DROP 5241  
5601 SUNNYSIDE AVENUE  
BELTSVILLE, MD 20705-5241

PHONE: 301-504-4242  
FAX: 301-504-4277

EMAIL: [fsis.printing@fsis.usda.gov](mailto:fsis.printing@fsis.usda.gov)

E. Standard turnaround for business cards is approximately 3-4 weeks. Braille cards take an additional week. Depending on the vendor's schedule, rush services may be available for an additional charge. Please note that rush services for business cards require at least 5 working days.

## V. QUESTIONS

Refer questions regarding this notice to [fsis.printing@fsis.usda.gov](mailto:fsis.printing@fsis.usda.gov).



Assistant Administrator  
Office of Policy and Program Development

## Attachment 1-Business Card Options

### Version 1

Imprint type may be all black or all blue.



**Tracy Turnblad**  
Management Analyst

United States Department of Agriculture  
Food Safety and Inspection Service  
Office of Management

1400 Independence Avenue, SW  
Room 8888-South Building  
Washington, DC 20250

Voice: 301-734-7799 • Fax: 301-734-5250  
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### Version 2 (Default version)

Imprint type may be all black or all blue.



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### Version 3

Imprint type may be all black or all blue.



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### Version 4

Imprint type may be all black or all blue.



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### Version 5

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